

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman-(954) 797-1016

SUBJECT: Resolution

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR TEMPORARY SERVICES-WHITE COLLAR WORKERS.

REPORT IN BRIEF:

The Town, acting as lead agency for the Southeast Florida Co-op Purchasing Group, requested competitive bids for temporary services-white collar workers required on an occasional basis for all departments. The bid covers pricing for twelve different job classifications to be ordered on an as needed basis. The Town sent out fifty-four (54) specifications to prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's website. The Town received nineteen (19) bids. The bids were analyzed on a total dollars basis as well as the lowest hourly cost for each job classification. The lowest hourly costs for all job classifications are divided amongst the lowest three bidders based on total dollars. The award of this contract should be a multiple award since there are fourteen (14) participating co-op cities involved in this bid. The multiple award will insure the availability of personnel for all participating co-op members. The recommendation is for the three lowest responsive and responsible bidders. The initial contract is a one (1) year agreement with an option to renew for two (2) additional one year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS:

Not applicable.

CONCURRENCES:

The recommended award has been reviewed by the Bid Specification Committee who concur with the decision to award to the three lowest responsive and responsible bidders.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost-commodity purchase determined by need.

Account Name: operating budget of using dept.

Additional Comments: Not applicable

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

Resolution

Procurement Authorization

Recommendation memo and bid tabulation

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE
BIDS FOR TEMPORARY SERVICES-WHITE COLLAR WORKERS.

WHEREAS, the Town has an occasional need for temporary white collar workers for various departments; and

WHEREAS, the Town, acting as lead agency for the Southeast Florida Cooperative Purchasing Group, has solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bids of the lowest responsive bidders.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The bids of the lowest responsive bidders for providing temporary white collar workers at the unit prices identified in Attachment "A", is hereby accepted by the Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the operating budget of each using department.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED ____ DAY OF _____, 2001

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2001

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER OPERATING BUDGET OF USING DEPARTMENTS **BUDGET ITEM & DESCRIPTION** TEMP SERVICES - WHITE COLLAR WORKERS **APPROXIMATE COST** COMMUNITY

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed *Carol Parks*
 Department Head

Have Funds been Reserved NA

Date 7/13/01 Signed *[Signature]*

Signed _____
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
ATLUM PERSONNEL		
TRI-STATE EMPLOYMENT		SEE
WESTAFF		ATTACHED
APPLE ONE EMPLOYMENT		BID
THREAT FREE		TABULATION
BARTCH GROUP		
EDEN STAFFING		
TSK SYSTEMS		
VELAD PERSONNEL		
SUPERIOR STAFFING		
BETH BUSINESS SOLUTIONS		
PRIMO TIME TEMPORARY		
UNIQUE TOTAL STAFFING		
AIR EMPLOYMENT		
STAFFING NOW		
OUTSIDE STAFFING		
	SUBMIT QUALITY STAFFING CAREERS USA PERSONNEL YOURS THIRD WISED	

Signed *Heidi Hyman*
 Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor ATLUM PERSONNEL, TRI-STATE EMPLOYMENT, WESTAFF **Cost** PER ATTACHED
BID TABULATION


Signed _____
 Town Administrator


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MEMORANDUM

Department of Budget and Finance

To: Bid Specification Committee

From: Herb Hyman, CPPB, Procurement Manager 

Through:  Carol Menke, Deputy Budget and Finance Director

Subject: Temporary Services-White Collar Workers

Date: September 13, 2001

This is a Southeast Florida Governmental Co-operative Purchasing Group bid with the Town of Davie acting as lead agency. This is the type contract where it is beneficial to make a multiple award. This type of award insures that the needs of the various using departments and other participating co-op members can be met regardless of quantities or classification of employee required.

The bids were analyzed two different ways. The first analysis was based on total dollars using the eight (8) categories which had been on previous bids where a projection of total hours could be forecast multiplied by the hourly rates. The second analysis was a simple identification of the lowest bidder for each category of employee. After reviewing the bids submitted, it is my recommendation that the bid be awarded to Atrium Personnel, Tri-State Employment, and Westaff in accordance with pricing indicated in the attached bid tabulation. These three bidders had the lowest total price and also had the lowest unit costs in eleven of the twelve categories on the bid.

Attachment "A"

	1	2	3	4	5	6	7
2							
3							
4		A1A	ATRIUM	UNIQUE	PRIME TIME	BETA	DE LAD
5		EMPLOYMENT	PERSONNEL	STAFFING	STAFFING	SOLUTIONS	PERSONNEL
6							
7	CLERK/RECEPTIONIST	\$8.82	\$6.93	\$9.14	\$9.24	\$9.73	\$11.11
8	SECRETARY	\$10.02	\$7.80	\$11.75	\$11.48	\$11.81	\$13.09
9	ADMIN. ASSISTANT	\$11.32	\$9.90	\$13.05	\$13.86	\$12.86	\$13.11
10	LEGAL SECRETARY	\$13.23	\$10.90	\$18.27	\$19.05	\$14.21	\$13.99
11	ACCOUNT CLERK	\$11.65	\$7.96	\$10.44	\$10.56	\$12.86	\$11.61
12	ACCOUNTANT	\$17.64	\$12.85	\$18.27	\$18.48	\$16.08	\$17.91
13	DATA CONTROL OPERATOR	\$15.12	\$7.90	\$11.10	\$12.02	\$12.23	\$12.01
14	MICRO COMPUTER SVC REP	\$19.53	\$11.76			\$19.18	\$15.97
15	GRAPHIC DESIGNER	\$15.37	\$11.76			\$18.07	\$14.67
16	WEBMASTER	\$24.69	\$12.96			\$26.72	\$15.97
17	CASHIER/CUSTOMER SVC REP	\$8.11	\$7.90	\$9.70	\$9.24	\$9.00	\$11.09
18	BLDG INSPECTOR	\$15.37	\$12.90				\$15.75

	1	8	9	10	11	12	13	14
2								
3								
4		TEK	BARTCH	TALENT	APPLE ONE	TRI-STATE	STAFFING	OASIS
5		SYSTEMS	GROUP	TREE	EMPLOYMENT	EMPLOYMENT	NOW	STAFFING
6								
7	CLERK/RECEPTIONIST	\$15.90	\$13.00	\$8.00	\$9.90	\$7.45	\$9.50	\$10.96
8	SECRETARY	\$19.04	\$16.20	\$10.00	\$10.56	\$8.63	\$11.50	\$11.61
9	ADMIN. ASSISTANT	\$21.50	\$15.00	\$14.50	\$10.96	\$11.75	\$13.50	\$11.61
10	LEGAL SECRETARY	\$24.97	\$22.60	\$15.00	\$13.20	\$13.20	\$15.50	\$12.90
11	ACCOUNT CLERK	\$19.04	\$15.60	\$10.85	\$10.56	\$7.45	\$10.50	\$10.96
12	ACCOUNTANT	\$32.07	\$21.60	\$16.50	\$15.84	\$15.00	\$17.00	\$14.19
13	DATA CONTROL OPERATOR	\$22.00	\$33.00	\$8.00	\$9.90	\$7.45	\$10.50	\$11.61
14	MICRO COMPUTER SVC REP	\$35.00	\$40.00	\$13.00	\$14.52	\$9.84	\$12.50	\$14.91
15	GRAPHIC DESIGNER	35-40	\$40.00	\$14.00	\$17.16	\$15.00	\$19.00	\$14.91
16	WEBMASTER	60-73	\$58.00	\$16.00	\$33.00	\$18.50	\$24.50	\$15.48
17	CASHER/CUSTOMER SVC REP	\$17.82	\$13.00	\$7.25	\$10.50	\$7.45	\$11.00	\$10.96
18	BLDG INSPECTOR	33-43		\$20.00	\$21.00	\$18.50	\$17.50	

	1	15	16	17	18	19	20
2							
3							
4		BUDGET	CAREERS	PERSONALLY	DAVID	EDEN	WESTAFF
5		STAFFING	USA	YOURS	WOOD	STAFFING	
6							
7	CLERK/RECEPTIONIST	\$7.00	\$11.53	\$8.58	\$7.75	\$11.90	8.81
8	SECRETARY	\$8.42	\$13.95	\$10.569-10		\$13.30	8.81
9	ADMIN. ASSISTANT	\$9.90	\$16.78	\$13.20	\$12.00	\$13.96	9.29
10	LEGAL SECRETARY	\$10.00	\$20.41	\$15.84	\$14.00	\$18.20	9.89
11	ACCOUNT CLERK	\$10.00	\$13.95	\$10.56	\$9.00	\$12.60	8.64
12	ACCOUNTANT	\$13.00	\$21.62	\$15.84	\$15.00	\$16.80	10.79
13	DATA CONTROL OPERATOR	\$8.00	\$12.74	\$9.90	\$8.00	\$12.60	8.79
14	MICRO COMPUTER SVC REP		\$16.78	\$10.56	\$13.00	\$13.30	10.80
15	GRAPHIC DESIGNER	\$14.50		\$14.52	\$12.00	\$15.40	10.79
16	WEBMASTER	\$16.70		\$17.16		\$16.80	12.15
17	CASHIER/CUSTOMER SVC REP	\$6.50	\$12.74	\$9.24	\$7.00	\$11.90	7.82
18	BIDG INSPECTOR					\$21.00	10.79